



	<p>they're being handled well; it is to be expected they'd be handled well.</p> <p>T Delaney said the base pay should reflect the different skill level for a particular position, not the one-time bonus.</p> <p>S. Crown said if we look at the merit amounts; we're a little more compressed than private industry. The bottom of the scale is not all that different from the top of the scale, there isn't that much difference in the bonus amounts. Some managers are harder graders than others.</p> <p>One evaluation, the Lt. in the Police Department has a score that is believed to be inflated. The review is being returned to the manager; the bonus will remain in the pool but will not be paid out with the rest of the one-time bonuses. All of the previously returned evaluations have been returned by the manager who submitted them. The Town Administrator said in some instances, managers want to get an employee's attention in the narrative area but doesn't necessarily want to reduce their bonus amount. The training will continue on assisting managers in performing evaluations candidly and in a way that allows the employee the opportunity to improve. S. Crown said the danger is to have an evaluation on file that doesn't reflect some of the negative performance aspects of an employee's performance. If discipline or discharge is necessary, the documentation won't reflect or support the action.</p> <p>E. Richter said all evaluations require the signature of the Personnel Board.</p> <p>S. Crown inquired about one of the evaluations where the employee refuted the comments from the supervisor in some quantitative areas. S. Crown said the manager should be able to verify and resolve if the areas/items were completed or not. L. Sanders said she spoke to the applicable manager in this instance, and in some of the instances the items were accomplished partially or the manager didn't know progress had been made.</p>	<p>the bonus will not be issued if the performance is ultimately deemed unsatisfactory.</p>

<p>Accounting Department Salary Adjustment Requests</p>	<p>A memo dated 10/21/13 is requesting increases for the Town Accountant and the Asst. Town Accountant. The Town Administrator said much has happened since the Town Accountant has been in this position. Her position is very complex. The Town Administrator is very pleased that she received her certification. She has been exceptional in leading the department. The request is for an increase to \$79,900; this will still be in Class 3. It was asked if there is comparable salary data from other communities. This increase request is close to 9%. Also getting comparable salaries for the position of Asst. Town Accountant would be helpful. This will be on next agenda with more information.</p>	
<p>Personnel Regulations Reorganization</p>	<p>Article 3 – Application: applies to elected and unpaid appointed, should include E, F, G, and H.  Article 23 - Amendments to the Regulations: bring Chapter 5, section 5, By-laws, page 5.  Article 7 - Hours of Employment: page 11, delete Section 1. Change to “employees”, not labor personnel. Remove the word “actual” before the word “emergency”. S. Crown said we may have removed that paragraph already.  Appendix A - Non-discrimination and Harassment: check the standards of conduct policy for consistency with language. Remove M. Vieira’s name on page 35 and replace with the title Asst. to the Town Administrator. S. Crown questioned misuse of computers, and questioned if that is a personnel policy or a technology policy.  Drug &amp; alcohol: DOT  The Town Administrator requested that the board review Article 19 Separation of Employment – and Just Cause, page 29, Section 3, employees should be at will.  S. Crown said the terminology should be consistent in the policies – “regular” and “benefitted”, etc.   Look at cleaning up the classification schedule at a later date.</p>	<p>It was decided that E. Hines would forward all Personnel Board minutes that contain review and revisions to the Personnel Policies to Ellen Lidington; she and the Town Administrator will work on this before the next Personnel Board meeting.</p>
<p>Other Business</p>	<p>Regarding the Financial Technical Assistant and the H/R manager. The</p>	

	<p>Town Administrator said the Technical Assistant is off the table for now; we're not recruiting for this position. The Town Administrator said she will have to go back to the Board of Selectmen for approval to move forward with a different model.</p> <p>T. Delaney wishes to participate in the police dispatcher interviews. Future discussion would be an H/R system.</p>	
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Next Meeting: Monday, November 25, 2013, 7:30 pm, Town Hall Annex